



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

April 1, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**PROBATION DEPARTMENT: APPROVAL OF CONTRACT MODIFICATION TO  
CONTRACTS NO. 75187 AND NO. 75199 FOR THE PROVISION OF CUSTODIAL  
SERVICES AT MULTIPLE LOCATIONS  
(3 VOTE, ALL SUPERVISORIAL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and delegate authority to the Chief Probation Officer to execute modifications to the contract with Lee's Maintenance Services, Inc. (LMS), for the continued provision of custodial services at Los Padinos Juvenile Hall and Court, and Crenshaw Area Office for the Department (Contract No. 75187) to increase the current contract amount by \$35,413 to an estimated total amount of \$257,521 to comply with the minimum wage ordinance. The current contract expires February 28, 2009.
2. Approve and delegate authority to the Chief Probation Officer to execute modifications with LMS, for the continued provision of custodial services at five probation locations which includes East Los Angeles, Facilities, Rio Hondo, Painter, and Vermont Offices for the Probation Department (Contract No. 75199) to increase the current contract amount by \$20,892 to an estimated total amount of \$199,451 to comply with the provisions of the minimum wage ordinance. The current contract expires March 31, 2009.
3. Delegate authority to the Chief Probation Officer to execute contract modifications to Contract No. 75187 and Contract No. 75199 not exceeding 10 percent of the revised contract price and/or 180 days to the period of performance pursuant to the terms contained therein, and add or delete facilities, work force, and/or work

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Fifth District

hours during the contract term after notice by County, upon approval as to form by County Counsel.

### **PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTIONS**

The purpose of the recommended actions is to obtain delegated authority to execute a contract modification with LMS for custodial services and to incorporate the increased costs incurred in complying with your Board's revised Living Wage Ordinance (LWO).

On December 5, 2006, your Board adopted the proposed update to the rate structure for the LWO, Los Angeles County Code §2.201.040 "Payment of Living Wage", increasing the living wage with healthcare benefits to \$9.64 per hour; and without healthcare benefits to \$11.84 per hour. Your Board further instructed the Chief Executive Office, Auditor-Controller, Director of Internal Services, and Affirmative Action Compliance Officer, to work in concert with County Counsel, to implement these rates for all new, renewed, or extended Proposition A and cafeteria services contracts. In accordance with this ordinance and the implementation instructions, the Probation Department has negotiated additional compensation with LMS to offset the contractor's increased cost due to the implementation of the revised LWO. These contract modifications incorporate the increased costs.

Approval of these contracts modifications will enable the Department to continue receiving custodial services at the locations covered by these contracts.

### **Implementation of Strategic Plan Goals**

The recommended Board actions are consistent with the Countywide Strategic Plan, Organizational Goal No. 2: Workforce Excellence; Organizational Goal No. 3: Organizational Effectiveness; and Organizational Goal No. 4, Fiscal Responsibility. Implementation of the recommendations will enable the Department to continue receiving efficient custodial services.

### **FINANCIAL IMPACT/FINANCING**

Adequate funds are provided in the Department's fiscal year (FY) 2007-08 budget to finance the contract payments, and will also be included in the FY 2008-09 budget. The contract includes provisions for non-appropriation of funds and budget reductions.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Department has utilized contracted custodial services since 1991. The need for custodial services continues to exist at these designated work locations. Pursuant to each of the contract modifications, LMS will continue to provide personnel, supplies, and equipment to maintain the required custodial services. The recommended actions will

allow the Contractor to comply with the revised LWO as adopted by your Board. The contract modifications will be executed after approval by County Counsel as to form.

**CONTRACTING PROCESS**

To solicit for the services covered under Contract No. 75187, a competitive Request for Proposals (RFP) process was utilized and issued on September 10, 2004. On February 1, 2005, your Board found that custodial services provided under the contract would be more economically performed by LMS rather than County employees and approved the award of this contract to LMS.

To solicit for the services covered under Contract No. 75199, a competitive RFP process was utilized and issued on September 10, 2004. On February 15, 2005, your Board found that custodial services provided under the contract would be more economically performed by LMS rather than County employees and approved the award of this contract to LMS.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This contract will continue the current level of services.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a stylized flourish at the end.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SRH:RDC  
RT:YY:CK:cm/yjf

Custodial.Services.Provision.bl